

# Board of Assessment Review (BAR)

## Instructions and Tips

(complete instructions and application can be found on the ORPS website or at the Assessor's Office)

[www.orps.state.ny.us/pamphlet/complain/howtofile/index.htm](http://www.orps.state.ny.us/pamphlet/complain/howtofile/index.htm)

1. **All applications must be filed on or before June 5, 2007.** This can be done by mail, dropped off to the Assessor's office or placed in the drop box. You can appear without an appointment on Grievance Day (Tuesday, June 5, 2007 before 9PM) but must have a completed application. It is recommended that you make an appointment so that you do not have to sit and wait until there is an opening. This will also allow us to provide the BAR with your assessment folder and any other information we currently have in our office regarding the 2007 assessment. **All completed applications filed by the June 5<sup>th</sup> deadline WILL be heard by the Board of Assessment Review!**
2. **The application must be completed in full prior to meeting with the BAR.** All information must be completed including question #7 on page 1 of the application. The Board cannot consider any applications without a value indicated per New York State guidelines. Merely objecting that the assessment is too high will not result in a successful grievance outcome.
3. **You must prove that the current assessment is incorrect.** You will need to provide information such as a current, valid appraisal; proof that some inventory is incorrect; good sales comparisons (be sure to use comparisons with the same building style, similar square footage and located in the Town of Newstead and/or Village of Akron); pictures of the home condition or neighbor concerns in order to support your request.
4. **The Board will conduct 10 minute appointments.** To maximize your time with the BAR, be sure to have all your information available. All questions and comments should be addressed to the BAR. The Assessor will be present, but **only** to answer any questions the BAR may have.
5. **You will be notified by mail of the BAR's decision.** If you are satisfied with the BAR's decision, that value will become your final assessment. It will not change for three years (2010) unless some new construction has occurred or a change is made to the lot (either by splitting or merging property).

If you are **not** satisfied with the outcome of the BAR, there is another step which can be taken: Small Claims Review (SCAR). Three copies of the application must be filed with the Erie County Clerk's office within 30 days of the filing of the final assessment roll (July 1, 2007). This step is **only** available to one, two or three family residential properties, who have filed a complaint with the BAR. Further information will be available in the Assessor's office after grievances are complete.

Town of Newstead Assessor's Office  
and Board of Assessment Review Complaint Hearings  
5 Clarence Center Rd.  
Akron, NY 14001  
716-542-4574

Last date to file: Tuesday, June 5<sup>th</sup>  
9:00PM

Tentative Roll will be available for inspection at the Assessor's Office, 5 Clarence Center Rd., Akron, NY after May 29<sup>th</sup> during business hours and on Thursday evening, May 31<sup>st</sup> from 6:30PM – 8:30PM and on Saturday, June 2<sup>nd</sup> from 9:00AM – Noon.

2007 Equalization rate: **100%**

2007 States uniform percentage of value: **100%**

2007 Residential Assessment ratio: **not established in a revaluation year**